



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Fire and Aviation
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<http://www.nifc.gov>



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Operations Memorandum No. 712
Expires: Permanent

To: All NIFC Tenants

From: Jolie Pollet
Acting Deputy Assistant Director, Fire and Aviation

Subject: Work Space Remodels

This memorandum supersedes Operations Memorandum No. 712 dated 02/20/2009.

The National Interagency Fire Center (NIFC) Space Management program provides analysis and logistical support to fire leadership for determining allocation of space resources for all agencies located on the NIFC campus.

A space request approval form is required for all changes and modifications to include:

- Requesting new work space or change in physical location.
- Reconfiguring an existing office/cubicle space.
- Purchasing office/cubicle modular furniture and accessories.
- Facility Renovations (Infra-Structure changes).
- Space configurations option drawings.

You can access the space request form and other program information at https://www.nifc.gov/aboutNIFC/about_space.html. Additionally, all requests for changes and modifications must be emailed as an attachment to spaceplanner@blm.gov.

Please direct questions or comments regarding this information to Campus Maintenance at (208) 387-5538.